

**Kentucky Board of Home Inspectors  
101 Sea Hero Road, Suite 100  
Frankfort, Kentucky 40601-5405**

**Ray Sandbek, Chairman  
Ralph J. Wirth, Vice Chairman**

**Board Meeting  
October 17, 2005  
10:00 am**

**Minutes**

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**Board Members Attending:**

Ray Sandbek  
Ralph Wirth  
David Michael Green

Linda L. Swearingen  
Floyd Van Cook

**Board Members Absent:**

William Bramble  
Jo Gawthrop  
William J. Welty Sr.

**Staff Attending:**

Terry M. Slade, Director BCE  
Tommy Barns, Deputy Executive Director  
Al Mitchell, State Fire Marshall

Rose Baker, Staff Assistant  
Dawna King, Admin. Specialist III

**Guest Attending;**

Thad Vann, KY Manufacturing In

**Meeting Called to Order**

Mr. Sandbek called the meeting to order.

**Minutes**

Previous minutes discussed. Ms. Swearingen had questions about the Pre-Licensing hours of training being 50% field and up to 50% in a Lab setting. Mr. Green noted that the 50% of field training can be 50% in a lab setting. Mr. Sandbek stated that we can discuss at a further time. Mr. Green made motion to accept minutes of previous meeting. Mr. Ralph Wirth seconded motion. Motion carried, all concurred.

### **Old Business**

Mr. Sandbek wanted to clarify that the fee schedule was \$250.00 for the application for one year license and \$200.00 for the renewal fee for a two year license. Mr. Sandbek also brought up the two year 28 hours education requirement that applicants can take 14 each year or the 28 hours in one year and out of the 28, 6 hours would be core classes of which 3 hours would be Law and Ethics. Mr. Wirth stated that the Standards of Practice and the Code of Ethics are different things. Mr. Green suggested that the board discuss how they want to deal with the ethical issues. Mr. Green suggested the code of ethics be covered in the core class of law and ethics.

More revisions to the Application were discussed. Mr. Wirth suggested that on Page 3 of the Application that the Standards of Practice to be chosen from ASHI, NAHI or other approved Standards and be listed before the Applicant Affirmation. Mr. Green suggested that on Page 2 of the application that it state that the Commonwealth of Kentucky requires a background check. Mr. Green made a motion that the applicant is required to submit a Kentucky background check. If residence is less than five years a state-wide background check is required for the last 10 years. Mr. Wirth discussed some of the problems that Lee Harris with the Kentucky Real Estate Commission had with the FBI background checks. They are expensive and take 3 to 4 months to get the background checks back for all states. They are looking into going to a private firm to do a national background check which cost \$60.00 which they think might work for them. Mr. Wirth stated that he does trust the information in the background checks and the length of time to get them back and suggested the applicant's signature on the application means that the applicant will be held responsible for giving false information should any be found. Mr. Wirth made a motion that at each renewal time the applicant needs to submit a Kentucky background check. Mr. Cook seconded the motion. Motion carried, all concurred. Also in the application Mr. Green suggested that along with the Log of Inspections the applicant should submit 25 signed contracts from their clients. Mr. Cook made a motion that the board accept the Log of Inspections in the application from the applicant. Mr. Wirth seconded motion. Motion carried, all concurred.

### **New Business**

Board discussed which training course and what schools will do training. Mr. Wirth suggested that the board invite ASHI, NAHI and ICC to do presentations to describe what their training courses and testing would involve for the applicants. Mr. Thad Vann of Kentucky Manufactured Housing Institute suggested that KMHI was willing to help with the training of applicants with Modular Homes. Send invitations to all of them and see if they can all come to the November 29<sup>th</sup> meeting.

Mr. Sandbek went over the next board meeting dates:

November 1, 2005 at the OHBC in the Hearing Room  
November 15, 2005 at OHBC in the Hearing Room  
November 29, 2005 at OHBC in the large Conference Room  
December 13, 2005 at OHBC in the Hearing Room  
January 3, 2006 at OHBC in the Hearing Room  
January 17, 2006 at OHBC in the Hearing Room  
January 31, 2006 at OHBC in the large Conference Room

**Break for Lunch: 11:30 am to 12:30 pm**

**Old Business**

Pre-licensing requirements discussed. Mr. Wirth expressed his problem with requiring the applicant to have the 64 hours of field training compared to the 60 hour training required in Indiana. Mr. Green said that of the 64 hours of field training 32 hours should be done in a lab setting. Mr. Green suggested that the board invite Mr. Mike Weeks to discuss his field training process. Mr. Green also mentioned David Jarvis, City of Lexington Code Enforcement and Mr. Wirth suggested that the board also invite him in to discuss his process.

Mr. Green gave the board a handout about the criteria for schools to meet in providing Pre-Licensing Courses from the state of Indiana. Board went over the application. School testing sites were discussed. Mr. Wirth made a motion that the board requires the \$500.00 applications processing fee for the schools like Indiana does on their Pre-Licensing Course Requirement Application. This fee is required each time the schools renew their application. Mr. Cook seconded the motion. Motion carried, all concurred. Board discussed the financial funding of the schools. Mr. Green suggested the board come up with what they consider adequate funding for the schools. Mr. Wirth suggested that the board require a Performance Bond at a minimum of \$50,000 from the schools. Mr. Cook suggested the board check with insurance companies first before a decision is made. Mr. Wirth suggested the bond should protect the students attending the schools. Mr. Sandbek inquired as to how many tests the board will require. Mr. Green suggested each level or course require two testing exams and quizzes throughout the course. Mr. Wirth stated that most of the schools only require an exit exam but not each session. Board reviewed the request from the National Institute of Building Inspectors. Core Curriculum that the school will provide was discussed. Mr. Green stated that the Basic Mechanical and the approved Standards of Practice and should be required in the 64 hours of class training that the board requires of the applicant.

Mr. Green made it known that on the Lexington-Fayette County Urban Government website still has home inspector licensing information. Ms. Swearing made a motion that the board send out a letter to LFCUG asking them to remove the licensing information since the city of Lexington no longer issues licenses. Mr. Wirth seconded the motion. Motion carried, all concurred.

Mr. Green suggested that the board send letters to Education Providers stating that they (Education Providers) need to be approved by this board to teach the Home Inspector Training Course. Mr. Wirth disagreed and suggested that we only do that when we get written documentation. Mr. Cook made a motion that the board put a disclaimer on the website stating that the board has not approved any training for the applicants as of yet. Mr. Wirth seconded motion. Motion carried, all concurred.

Also Board letterhead was discussed again. Mr. Wirth made a motion to accept the letterhead with Governor Ernie Fletcher's name in the left upper corner and Secretary LaJuana S. Wilcher's name in the right upper corner, board name and address in center under seal. Ms. Swearingen seconded motion. Motion carried, all concurred.

### **Agenda next meeting**

The agenda for the next meeting was discussed.

- Review Application for Educator Providers and requirements
- Review Application for Applicants
- Core Curriculum
- Administrative Regulations
- Ethical Issues
- License- Suspension or Revoking

### **Adjournment**

Meeting adjourned at 2:30 pm. Next meeting is scheduled for November 1, 2005 10:00 a.m. in the Hearing Room at the Office of Housing, Buildings & Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405. Mr. Wirth made a motion to adjourn the meeting. Mr. Green seconded motion. Motion carried, all concurred.